UNITED
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Secretariat

ST/IC/1995/24
24 April 1995

To: Members of the staff at Headquarters, New York

From: The Assistant Secretary-General for Human Resources Management

Subject: THE NEW PERFORMANCE APPRAISAL SYSTEM

1. The start-up of the new approach to performance management appears to have set off a number of questions, as one would expect from such a change. An administrative instruction and guidelines will be issued shortly to explain the policies and procedures applied in the new Performance Appraisal System. The guidelines are also currently being used in the training being implemented by the Office of Human Resources Management. These documents will respond to most of the issues being raised.

2. However, as neither of these documents has received general distribution and in view of the accumulating questions and issues being raised at this time by both managers/supervisors and other staff concerned, the Office of Human Resources Management has organized a meeting in conference room 3, from 1.15 p.m. to 2.30 p.m. on Friday, 28 April 1995, to provide an opportunity for questions and answers on the new Performance Appraisal System and its implementation.

3. All staff members are most welcome to attend. I look forward to seeing you there.

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